

Human Resource Development Division

your resource for achieving excellence

HRDD HIGHLIGHTS

Skills Development Workshop for Women in Science

HRDD is pleased to announce a new series of skills development workshops specifically designed for women in science.

This series is being developed to begin to address areas of concern to women scientists. Many women scientists at NIH have identified skills development in negotiating, networking, and mentoring as being critical to their success. These workshops will help women develop skills that could lead to increased visibility and career opportunities.



The first workshop, *Communication and Negotiation Workshop for Women in Science*, was piloted in July. The workshop leader is an internationally prominent speaker, seminar leader, consultant, and author. Comments from the women scientists in attendance included "Extremely useful", "One of the most valuable types of training I have had at NIH", and "Learned so much that can be applied in my personal, social, and professional relationships".

Topics from the Negotiation workshop include:

- Negotiating professionally with peers, supervisors, other intramural and extramural scientists, journal editors, and others
- Exploring negotiation tactics and strategies
- Preventing escalation of conflicts and building better working relationships
- Exploring approaches for breaking through impasses
- Maintaining ethics in negotiations
- Learning specific characteristics of successful negotiators

Please see page 2 for course dates.

If you are interested in these or similar workshops, please contact HRDD at 496-6211. ■

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National Institutes
of Health

Course Title	Length	Days	Course#	Location	Cost
<u>Administrative Systems</u>					
Domestic Travel	3 days	10/22/01, 10/23/01, 10/24/01	2601	EPS	\$476
Domestic Travel	3 days	12/3/01, 12/4/01, 12/5/01	2601	EPS	\$476
Fellowship Payment System	1 day	11/1/01	2646	EPS	\$229
Foreign Travel	2 days	10/29/01, 10/30/01	2605	EPS	\$351
Foreign Travel	2 days	12/6/01, 12/7/01	2605	EPS	\$351
IMPACT for Administrative and Professional Staff	1-half day	10/31/01	2632	31	\$170
IMPACT System for HR Staff	1-half day	11/1/01	2630	31	\$170
Introduction to NIH Property Management	2 days	11/13/01, 11/14/01	2622	EPS	\$633
Basic Time and Attendance Using ITAS	2 days	10/18/01, 11/5/01, 12/4/01	2624	EPS	\$598
<u>Career Transition</u>					
NIH Retirement Seminar - CSRS	2.5 days	11/5/01, 11/6/01, 11/7/01	2215C	EPS	\$374
NIH Retirement Seminar - CSRS	2.5 days	12/3/01, 12/4/01, 12/5/01	2215C	EPS	\$374
<u>College Courses</u>					
Concepts of Disease	15 Three (3) Hour Sessions	9/5/01 through 12/19/01	2403	EPS	\$402
Human Resources Management	15 Three (3) Hour Sessions	9/6/01 through 11/29/01	5383	EPS	\$419
Introduction to Business	15 Three (3) Hour Sessions	9/4/01 through 12/11/01	5382	EPS	\$382
Introduction to Public Administration	15 Three (3) Hour Sessions	9/6/01 through 11/29/01	5381	EPS	\$391
Medical Terminology I	13 Two (2) Hour Sessions	9/4/01 through 11/27/01	2401	EPS	\$273
Principles of Accounting I	15 Four (4) Hour Sessions	9/5/01 through 12/19/01	5304	EPS	\$519
<u>Communications</u>					
Communication & Negotiation for Women in Science NEW	2 days	12/3/01 & 12/4/01 OR 12/3/01 & 12/5/01	1170	Natcher	\$651
<u>Financial & Procurement Management</u>					
Budget Formulation	2 days	12/11/01, 12/12/01	1285	EPS	\$414
Buying From Businesses on the Open Market	1-half day	12/6/01	2611	EPS	\$207
Consolidated Purchasing Through Contracts	1-half day	12/5/01	2610	EPS	\$207
Delegated Acquisition Training Program	4 days	11/5/01, 11/6/01, 11/7/01, 11/8/01	2603	EPS	\$799
Federal Budget Process	2 days	11/13/01, 11/14/01	1208	EPS	\$396
Federal Supply Schedules	1-half day	12/4/01	2609	EPS	\$207
Professional Service Orders	1-half day	11/21/01	2612	EPS	\$207

How to Register

REGISTRATION

Submit a training nomination through your institute or center using the NIH Integrated Training System (NIHITS).

If you are an employee of another federal agency, submit a training nomination form through appropriate agency approving officials and/or training offices. The EIN for NIH/HRDD is 1-520858115-04.

ENROLLMENT CONFIRMATION

You should receive your e-mail confirmation no later than two weeks prior to the class.

CANCELLATION DEADLINE

You may withdraw from a course up to four weeks before the start date without penalty. You must cancel your nomination through NIHITS before the deadline. We encourage substitutions if you cannot attend a class.

Announcing the HRDD Technical Consultation Voucher Program

One of HRDD's goals is to continually provide NIH staff opportunities to build the skills necessary to accomplish their work and gain fresh experience and knowledge. HRDD can help you to master the ever-changing software and computer technology necessary for the successful completion of projects. Through the HRDD Technical Consultation Voucher Program, you can obtain one-on-one technical expertise and training on a wide variety of projects and software such as:

- Application software such as Word, Excel, PowerPoint or Access
- Web design and development
- Database design and customized reports
- Spreadsheet and presentation design and development
- Brochures, catalogs, manuals, posters, and other publications

Through the HRDD Technical Consultation Voucher Program, your office can obtain technical expertise and assistance in completing a project by meeting with our consultant and working on the project together. The consultant will not only advise and assist you in completing the project, but will also train you on the software that is being used and the specifics of how the software is being used for the project.

The vouchers can also be used to obtain one-on-one training on a software pro-

gram, even if there is not a specific project that needs to be accomplished at this time.

For further information, please see <http://learningsource.od.nih.gov/tcd/voucher.htm> or call 301-496-5026. ■

College at Work?



"We have to abandon the idea that schooling is something restricted to youth. How can it be, in a world where half the things a man knows at 20 are no longer true at 40 – and half the things he knows at 40 hadn't been discovered when he was 20?"

Arthur C. Clarke

The college experience has changed. College is no longer experienced only in red brick classrooms on a wooded campus where fountains spout between drab student dormitories. Employers and employees alike are par-

ticipating in college programs at the workplace. Why?

Strategic Alignment:

College study provides a means to practice logical reasoning, clear writing, and verbal expression and is connected to work performance improvement and organizational objectives. Browse through the course descriptions of a current college catalog: many contemporary courses have been developed to address the changing environments of government and business. In workplace college programs, students practice real-world problem solving as they research major changes in government and industry operations. College courses taught at NIH often address NIH-specific topics and are taught by instructors who have knowledge and experience working within the NIH culture.

Employability:

Traditionally, a college education provided entry into an organization or potential for advancement and little continuing education was gained during a person's tenure with an organization.

Today, we live in a dynamic, changing work environment where the trend is to push decision-making authority down the organizational chart, and technology continues to change how work tasks are performed across an organization. Advances in technology have helped to fuel the belief that the shelf life of useful work knowledge is two years or less. There is little doubt that we live in a knowledge economy that places value on a broad, but updated educational base.

Important Information

Can't find what you're looking for?

Is there a course you would like to see HRDD offer? We would like to hear from you about your individual or group training needs! Contact HRDD at 301-496-6211 or visit our web site at <http://learningsource.od.nih.gov/requestform.asp> or e-mail us your suggestion at training1@od.nih.gov.

HRDD offers customized training to fulfill the developmental needs of your group. As an employee, manager, or supervisor, you can set up an individual consultation session with one of our Program Managers to identify your group needs, and design training tailored to address those needs.

About HRDD

As partners in science, the Human Resource Development Division (HRDD) helps the NIH tackle present and future challenges by offering valuable learning experiences that empower employees to maximize their performance and achieve their full potential.

Address:

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Executive Plaza South, Suite 100
6120 Executive Boulevard MSC 7120

Bethesda, MD 20892-7120

General Information: 301-496-9000

To reach staff members: 301-496-6211

TTY: 301-594-2696

Fax: 301-402-0986

Email: training1@od.nih.gov

(College at Work continued)

These types of shifts require that employees upgrade their skills continually and become lifelong learners. Today's job seekers and those wishing to be promoted and advanced in their field face these challenges. Organizations need employees who can analyze ideas quickly, learn new skills easily, and adapt to an ever-changing workplace. Where college used to be viewed as an event, it is today, more than ever, a lifelong journey.

College Programs are offered to the NIH community through HRDD. The following services are available on-site at NIH: academic counseling, transfer seminars, placement testing, and many courses that offer NIH-related subject content. In conjunction with Montgomery College, a Certificate in General Management is available. Certificates under consideration include: Medical Terminology, Accounting, Concepts of Disease, Health Information Research, Introduction to Public Administration, Biotechnology, and Technical Writing.

For general information regarding college programs, please refer to HRDD's website or call 301-496-6211. To schedule an appointment for academic advising, please call 301-496-6211. ■

Putting Success into Succession Planning

Even prior to September 1999 when the General Accounting Office released its Agency Self-Assessment Checklist on Human Capital Issues, the

federal government had begun focusing more on accountability for results. The Government Performance and Results Act (GPRA) put the spotlight on the need for agencies to improve their organizational structure and business practices in support of mission-related outcomes. Accountability has become a central theme in Human Capital Management efforts, suggesting the need for a clearly articulated plan from agencies to address strategic alignment, results orientation, performance measurements, cross-functional teaming and workforce succession planning.

As is often the case when the need for change becomes evident, the challenges are outlined, but successful implementation is not quite as timely or achievable as one would hope. The federal reform initiatives of the 1990's have led to some improvements overall, but there is still work to be done.

Present & Future Gaps

For an agency to be a successful "performance-based" organization it must continually assess its present staffing and future talent needs. This need will become more pressing as increasing numbers of the federal workforce become eligible for retirement, as current statistics suggest. Managers at all levels can prepare for this eventuality by:

- Reviewing position vacancies - How could this position best be used?
- Avoiding "stove-piping" of job responsibilities among staff

- Encouraging cross-functional teaming and knowledge-sharing among staff
- Implementing Knowledge Management Systems to facilitate sharing expertise
- Adopting Developmental Plans that consider both present and future needs
- Conducting gap analyses to guide workforce planning action steps
- Effectively utilizing human resources; reduce duplicative or inefficient efforts
- Analyzing future trends for your staffing needs
- Benchmarking against best-practice organizations

Management is Key

Mission statements, visions, and goals give rise to a common purpose and provide direction. But it is action that defines our relative success. Are we prepared for today and the eventualities of tomorrow? HRDD understands the challenges facing the NIH managers, leaders, and community.

Contact us for more information about customized training at: (301) 496-6211. ■

“

*Education
costs
money,*

*but then
so
does
ignorance.*

--Sir Claus Moser

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Services Offered by HRDD

HRDD offers a wide array of services designed to meet the needs of NIH, including:

- College and University Courses
- Career Development Programs
- Certificate Programs
- Customized Training
- Coaching
- Performance Consulting
- Retreat, Seminar, and Meeting Planning
- Technical Consulting and Development Services (E-Learning Solutions)
- Career or Individual Development Plan Assistance

Please contact our office at 301-496-6211 for more information.